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ATTACHMENT

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## PORT AUTHORITY OF NEW YORK AND NEW JERSEY

TO: C. Maikish  
FROM: T. Cancelliere  
DATE: May 11, 1993

CC: N. Chanfrau, R. DiChiara, W. Ellis, A. Marciano, L. Norcia,  
A. Preschle, A. Reiss

You requested us to prepare a "fire drill report" for each one conducted to evaluate the participation of Floor Wardens, Assistant Floor Wardens, Searchers and other occupants. The attached form will be prepared by the Floor Warden (or Assistant Fire Safety Director) for each fire drill. It will be reviewed by the Fire Safety Director who will follow up on deficiencies and prepare routine reports summarizing overall fire drill performance.

  
Tom Cancelliere

Attachment

## FLOOR WARDEN REPORT - FIRE DRILL

**Building** \_\_\_\_\_ **Floor** \_\_\_\_\_ **Date** \_\_\_\_\_

Floor Warden \_\_\_\_\_ Company \_\_\_\_\_ Tel. No. \_\_\_\_\_

[illegible][illegible]

Time drill started

Time drill completed

Percentage of occupants on floor participating	%
100	100
90	100
80	100
70	100
60	100
50	100
40	100
30	100
20	100
10	100
0	100

### Performance of Team:

Satisfactory      Unsatisfactory

Deputies-search area & report in  
Searchers-search area & report in


### Performance of Floor Occupants

Satisfactory      Unsatisfactory

Floor occupants assemble by designated stair  
Cooperation of floor occupants


List problems \_\_\_\_\_

Alarm audibility (alarm-warble tone-to be heard in all areas, voice message only in corridor)

Voice messages in corridor Yes \_\_\_\_\_ No \_\_\_\_\_  
Warble tone within tenant spaces audible Yes \_\_\_\_\_ No \_\_\_\_\_

If no is checked please write in location of problem(s) \_\_\_\_\_

Comments and/or suggestions

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please return Floor Warden Report to Fire Safety Director at the conclusion of the fire drill.